

NATIONWIDE
Arizona Air National Guard
Active Guard/Reserve (AGR) Announcement
JOINT FORCES HEADQUARTERS/HRO
5636 East McDowell Road, Bldg M5710
Phoenix, Arizona 85008-3495
PHONE (602) 629-4826: DSN 853-4826
WEBSITE: //dema.az.gov/azng-human-resources

ANNOUNCEMENT NUMBER:
20-043A

OPENING DATE:
12-Dec-2019

CLOSING DATE:
3-Jan-2020

POSITION TITLE, SERIES, GRADE AND POSITION NUMBER:
Training Technician, GS-1702-09, SSgt/E5-MSgt/E7, MPCN: 009977191L

****Applicants who currently possess a military grade one grade level higher than above posted grade level may be considered for this vacancy. If an over graded applicant is selected they must be reduced in grade prior to being accessed into this position. Applying for and accepting a lower graded military position is considered a voluntary reduction in grade. IAW ANGI 36-2503, an applicant must submit in writing their willingness to be administratively reduced in grade and submit this letter with their application package.****

APPOINTMENT FACTOR:
OFFICER ☐ ENLISTED ☒

AFSC:
3F271

ASVAB:
G-62

LOCATION OF POSITION: 161st Air Refueling Wing, Phoenix, Arizona

AREA OF CONSIDERATION: This position is in the Active Guard and Reserve Force and is **open to current members and those eligible for membership** in the (All Units), Arizona Air National Guard. Individual selected will receive an Active Duty Title 32 Tour with the Arizona Air National Guard. In order to be considered for this position applicants must meet minimum qualifications. **PCS funds are authorized.**

NOTE: This position is subject to rotating shifts, weekends and holidays.

NOTE: ABLE TO QUALIFY FOR AFSC 3F2X1.

NOTE: Position becomes funded April 1 2020, selectee may be offered an opportunity to fill the position as either a temp tech, AT days, or ST days until funding becomes available for AGR tour.

INSTRUCTIONS FOR APPLYING:

Applications must be submitted following the instructions on this announcement. Incomplete applications will not be processed. Written explanation is required for any missing documents. The following items are mandatory for all AGR announcements:

- **NGB Form 34-1, Application for Active Guard/Reserve (AGR) Position.**
- **Detailed Resume**
- **AZNG Forms 335-2-R, Knowledge, Skills and Ability Supplement**
- **Current Report of Individual Personnel (RIP). RIP can be obtained from the servicing Military Personnel Flight (MPF). In lieu of a RIP, applicant may provide a printout from the Virtual MPF (vMPF). Select 'Record Review' and then 'Print/View All Pages'. *For Enlisted Members, documents MUST show your ASVAB scores.***
- **Copy of current Fitness Test scores, if exemptions exist please include the AF 469. Must be within 12 months.**
- **Copy of AF Form 422, Physical Profile Serial Report and DD Form 2992 (for flight status), Flight Physical. (Both forms must be current within 12 months) This form can be obtained from your Wing Clinic.**

The following documents are not required but strongly recommended for validation of experience/education:

- **Letter of verification of Security Clearance from local Security Manager.**
- **AZ Form 34-1, Arizona AGR Application Supplement**
- **AZNG Form 335-1-R, Military Brief**

APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must be postmarked No Later Than the closing date on this announcement. The Human Resources Office will not accept applications that are mailed at government expense or forwarded through an internal mail system. Faxed applications will not be accepted. **Electronic applications are only accepted for individuals who are deployed or assigned OCONUS. Please send electronic package, including a copy of deployment orders, by clicking the "Contact Us" link on the Dema.az.gov website then clicking AZNG Human Resources Office link. NO BINDERS OR BOUND DOCUMENTS PLEASE.**

NATIONAL GUARD REQUIREMENTS:

1. Must be in compliance with physical fitness, height, weight, and body fat measurement standards as listed in AFI 36-2905.
2. If selected member is pregnant, orders may commence as long the member can safely perform duties within the restrictions of the AF 469 and with chain of command approval.
3. If required, we will initiate an investigation for a security clearance. Unfavorable results will be cause for your immediate separation.
4. Individuals who cannot obtain 20 years of Active Federal Service prior to reaching mandatory retirement, age 60 for enlisted personnel, or mandatory separation date for officers and those within their first 24 months of an AGR assignment or reassignment must submit a Statement of Understanding prior to the closing date of this announcement. If selected you must submit a Waiver for Exceptional Circumstances through the HRO remote to the HRO for approval. Waivers must justify why it is in the best interest of the unit, State, or Air National Guard.
5. You must meet eligibility requirements of AFI36-2101 Classifying Military Personnel (Officer and Enlisted) and ANGI 36-101 (The Active Guard/Reserve Program).
6. Applicants for E-8 positions must have the ability to complete Senior Noncommissioned Officer Academy within 36 months of assignment IAW para 2.20.1 of ANGI 36-2101.
7. Individuals selected for Control Grade positions are subject to Control Grade availability.

Acceptance of this position requires participation in the Direct Deposit/Electronic Funds Transfer Program

EVALUATION PROCESS: Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (NGB Form 34-1) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

EQUAL OPPORTUNITY: The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or non-membership in an employee organization or any other non-merit factor.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:
Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.

1. Ability in presenting professional courses and briefings; and proficient capabilities in writing reports and records.
2. Ability in organizing and preparing instructional materials.
3. Ability to understanding and applying formal training objectives.
4. Ability to develop course syllabi, training project outlines, and daily and weekly lesson plans.
5. Ability to communicate effectively both written and verbally.

SPECIALIZED EXPERIENCE: Experiences that demonstrated the particular knowledge, skills, and abilities (Competencies/KSAs) to successfully perform the duties of the position. Knowledge of Air Force vision, values, organization, policy, and mission is mandatory. Knowledge in training centers, training programs, schools, and units for these systems. Have experiences in conducting and developing education and training programs. Also, experienced in conducting, supervising, or developing education or training programs. Knowledge in the Air Force education and training policy requirements. Experienced in managing programs to include developmental education, voluntary education, advanced academic education, promotion testing, and libraries. Knowledge is mandatory of audio-visual presentations, educational tests and measurements, and instructing techniques. Knowledge is mandatory of Air Force education and training programs in regard to their principles, policies, and procedures. Experienced in performing interviews and counseling techniques; training techniques and instruction methods; task analysis procedures, learning processes, curriculum development, training evaluations, and education and training systems and products. Must have effective writing skills; editing practices; instructional media applications, training reports, program and curriculum validation, and training implementation procedures. Experiences in training program management; scheduling training events and facilities; conducting assistance visits and training meetings; work center and individual job qualification standard development; education institution registration requirements; military personnel classification system and policies; communicative interpersonal skill applications; and distance learning concepts. Experienced and effective communicator.

BRIEF JOB DESCRIPTION: This position is located within a National Guard aircraft maintenance organization. Its purpose is to initiate, research, develop, manage, and control training programs. Responsible for development, management and control of the Maintenance Technical Training and Career Development. Responsible for Automated Training Systems and products and a multimedia library. Develops training policies and procedures. Provides technical training guidance and/or assistance to branch/section chiefs and workcenter supervisors. Chairs and conducts meetings with management to resolve critical or controversial training issues.

SELECTING OFFICIAL: CMSgt Lucas Wheeler
